

## CMIS Properties

Only relevant for spreadsheets stored on remote servers. See the Help or the *Getting Started Guide* for more information.

## Security

Enables two password-protected security options.

- **Open file read-only** – select to allow this document to be opened only in read-only mode. This file sharing option protects the document against accidental changes. It is still possible to edit a copy of the document and save that copy with the same name as the original.
- **Record changes** – select to require that all changes be recorded. To protect the recording state with a password, click **Protect** and enter a password. This is similar to **Edit > Track Changes > Record** on the Menu bar. However, while other users of this document can apply their changes, they cannot disable change recording without knowing the password.
- **Protect or Unprotect** – protects the change recording state with a password. If change recording is protected for the current document, the button is named **Unprotect**. Click **Unprotect** to disable the protection.

## Font

When **Embed fonts in the document** is selected, any fonts used in the spreadsheet will be embedded into the document when it is saved. This may be useful if you are creating a PDF of the spreadsheet and want to control how it will look on other computer systems.

**Only embed fonts that are used in documents** – If fonts have been defined for the spreadsheet (for example, in the template), but have not been used, select this option to not embed them.

**Font scripts to embed** – You can choose which types of fonts are embedded: Latin, Asian, Complex. See the *Getting Started Guide* for more information.

## Statistics

Displays statistics for the current file: the number of sheets, cells, pages, and formula groups.

## Regular expressions

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Support for regular expressions (often known as regex or regexp) is a hidden gem within Calc. Regular expressions are very powerful and enable users to define complex search patterns for locating data of interest within a spreadsheet. Some users may find the syntax used to define a regular expression daunting and inexperienced users may make mistakes. However a small investment in time to learn the basic concepts and some of the syntax will pay rich dividends in the future. We recommend that you do not try to memorize the full syntax but just concentrate on discovering a few aspects that will help you in your everyday work. As you see the benefits of using regular expressions, you will certainly be motivated to learn more.

A regular expression is a string of characters defining a pattern of text that is to be matched. More detailed, general background information can be found on Wikipedia at [https://en.wikipedia.org/wiki/Regular\\_expression](https://en.wikipedia.org/wiki/Regular_expression).

Regular expressions are widely used in many domains and there are multiple regular expression processors available. Calc utilises the open source Regular Expressions package from the International Components for Unicode (ICU), see <http://userguide.icu-project.org/strings/regexp> for further details, including a full definition of the syntax for ICU Regular Expressions.